

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road, P.O. Box 269101  
Sacramento, California 95826-9101

CAJS-SP

23 November 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-65 – Expires 10 January 2010

1. The Military Department is accepting applications for temporary State Active Duty for the permanent position indicated below. This position is considered permanent but is currently funded through 30 June 2010 and continuation of service will be based upon continued funding as well as individual's performance of duty. Upon identification of permanent funding, the incumbent will remain on duty and will not need to reapply for the position. A temporary appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. ***The officer selected for this position will be paid at their federal pay grade, not to exceed 0-5. This position is not authorized flight pay.*** This vacancy announcement will expire on 10 January 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

a. <b>TITLE AND PAY GRADE:</b>	Chief of Plans, Air (SAD 0-5)
b. <b>EMPLOYMENT LOCATION:</b>	Joint Force Headquarters, Sacramento, CA
c. <b>PROJECTED EMPLOYMENT DATE:</b>	1 February 2010
d. <b>SELECTING SUPERVISOR:</b>	Deputy Adjutant General, Air

3. The basic qualification requirements are:

a. Military: Members of the active or retired California Air National Guard in the grades of 0-4 through 0-6 may apply.

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Must have a minimum of a Baccalaureate Degree. ***Attach documentation to support this requirement.***

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.

e. Must have demonstrated ability to make accurate management decisions, exercise independent judgment, use initiative in all areas of work, planning, organizing, corresponding and supervising.

f. Must have demonstrated ability to efficiently operate office computer information systems to include electronic mail, word processing, and graphics.

g. Must have demonstrated proficiency in public speaking and military briefings.

h. Must have a minimum of six years experience as an operations or logistics planner at the ANG Headquarters/Wing/Group level and have an in-depth knowledge of strategic planning, joint planning and operations doctrine.

i. Must possess at least a Secret Clearance.

j. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military unit's verification of these requirements.*** If a Retired California Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

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k. Appropriate military uniform with federally recognized rank and will be worn in accordance with military regulation.

4. Desirable qualifications include:

a. Graduate of Air Command and Staff College if a Major or Lieutenant Colonel, and Air War College if a Colonel, is desired.

b. Completion of Graduate or Professional courses in Military Support to Civil Authorities and Anti-Terrorism is desired.

5. Principal duty functions:

The incumbent of this position functions under the general supervision of the Director of Operations, Air. Tasked responsibilities are both managerial and supervisory in nature at the senior executive level.

a. Provides professional and policy advice and assistance to the Adjutant General, Army and Air Staff Officers, and ANG Commanders at all levels concerning state emergency (Military Support to Civil Authorities-MSCA) operations and logistics.

b. Develops and writes Air National Guard, Joint Services, and combined MSCA operational plans. Executes MSCA operations planning process based on defense guidance, HQ USAF, National Guard, Joint Service, or civil authority organizational policies, directives, and procedures.

c. Develops and writes ANG, Joint Services, and combined MSCA operation plans.

d. Develops California ANG MSCA operations and reporting and records management procedures.

e. Develops and writes ANG, Joint Services, International, and combined MSCA exercise plans.

f. Serves as the primary California ANG member on the Headquarters CA ANG Anti-Terrorism Working Group.

g. Serves as the primary member of the Joint Operations Center Staff in the JFHQ Joint Operations Center with responsibility of committing ANG resources to assist civil authorities during state emergencies.

h. Participates in special studies, projects, and evaluations relating to organization, readiness training, activation, redesignation, conversion, and discountenance of units, and problems relating to training, logistics support, funding and personnel.

i. Participates in manpower integration with ANG and DOD Planning, Programming, and Budgeting System. Supports the CA ANG/CC's Plans and Integration with federal and state programming guidance.

j. Participates in budget formulation and serves on boards and Task Forces as assigned by the Deputy Adjutant General, Air or Chief of Staff, Air.

k. Participates in the preparation and deployment of the CA ANG and Military Department's State Strategic Plans.

l. Performs other duties as assigned by the DAG Air, COS Air, and Director of Operations Air.

6. The officer selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses **will not** be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAJS-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-SP website at <http://www.calguard.ca.gov/casp/Pages/sad/aspx> or by contacting Ms. Cheryl Arbaugh at (916)

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854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later than the close of business on 10 January 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

*Jeffrey W. Magram (23 Nov 09)*

JEFFREY W. MAGRAM

Lieutenant Colonel, CA ANG

Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed the application form?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached verification of your military and civilian educational certificates?	